



Wake Forest Board of Commissioners
Meeting Agenda
November 16, 2021 at 6:00 PM
All items listed are for discussion and possible action.

Notice

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (ADA), the Town of Wake Forest will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. For individuals with impaired hearing, special equipment is available for use during meetings in the Town Hall board chambers. Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of Town of Wake Forest should contact the office of ADA Coordinator [Mickey Rochelle](#) at 919-435-9455 or Town Clerk [Deeda Harris](#) at 919-435-9413 as soon as possible, but no later than 48 hours before the scheduled event.

Cable & Online Broadcast of Board of Commissioners Meetings

All Board of Commissioners meetings are broadcast live on [WFTV 10](#) beginning at 7 p.m. Meetings are also aired online on the [Public Meetings Portal](#) on the [Town of Wake Forest website](#). Archived meeting videos are also provided and available for one year after the original air date.

Meeting Agendas

The [Board of Commissioners](#) meeting agenda is available to be viewed and downloaded by noon on the Friday prior to the third Tuesday of each month. Citizens may request copies of the agenda or submit questions concerning agenda items by calling the Town Clerk's office at 919-435-9413. Citizens may also receive a copy of each month's agenda via email by enrolling in the free [E-Notifier](#) subscription service.

Public Hearings

When an agenda item is denoted as a [Public Hearing](#), persons attending shall be permitted to address the Board of Commissioners regarding the item under consideration with those speaking in favor first and those against speaking second. Proponents and opponents shall each be given five minutes of time to speak and may choose to allow one speaker to utilize the time. In the event either proponent(s) or opponent(s) have not designated a speaker to represent the view, each speaker will be allowed five minutes each to express his/her comments, ideas, concerns, expressions, and desires. No comments will be allowed on agenda items.

Public Comment

During the Public Comment period, anyone wishing to address the Board of Commissioners concerning an issue or topic that is not a public hearing item or an agenda item should complete and submit the Board of Commissioner Public Comment Form on the [Town website](#) or email Town Clerk [Deeda Harris](#) by 9 a.m. the day of the meeting. Then, during the Public Comment portion of the meeting, Mayor Jones will recognize you and invite you to the podium at which time you will have 3-5 minutes to speak. Thank you for your cooperation.

Call to Order

Pledge of Allegiance

1. Approval of Agenda

2. Approval of Minutes

2.A. Approval of Board of Commissioners Meeting Minutes for the following:

-October 5, 2021, work session

-October 5, 2021, joint public hearing

-October 13, 2021, joint meeting between the Towns of Wake Forest and Rolesville

-October 19, 2021, regular meeting

[2021Oct05WSMinutesDRAFT.pdf](#)

[Draft October 5 2021 JPH Meeting Minutes.pdf](#)

[2021Oct13,SpMtgBetwRolesvilleAndTOWFDRAFTMins.pdf](#)

[2021Oct19ASMinutes-DRAFT.pdf](#)

3. Presentations

3.A. Special Presentation

3.B. Proclamation recognizing November 26, 2021 as "Plaid Friday" and November 27, 2021 as "Small Business Saturday"

[SBS and Plaid Friday Proclamation November 2021.docx](#)

4. Public hearings / Public Comment

4.A. Consideration of and Public Hearing on Legislative Case RZ-21-07 to Clarify and Reaffirm the Town of Wake Forest Zoning and Overlay District Maps

[Agenda Summary.pdf](#)

[2021-311 Staff Report.pdf](#)

[Attachment A - Application.pdf](#)

[Attachment B - Plan Consistency Analysis.pdf](#)

[Attachment C - Planning Board Recommendation.pdf](#)

[Ordinance RZ-21-07.docx](#)

[Exhibit 1 - Zoning Map.pdf](#)

[Exhibit 2 - Zoning Overlay Map.pdf](#)

[Exhibit 3 - Consistency Statement RZ-21-07.pdf](#)

- 4.B. Public hearing on and consideration of a petition requesting contiguous annexation submitted by WF-GCA Holding Village, LLC for property associated with Holding Village Subdivision located at 0 South Franklin Street, a small portion of lot 5 being approximately 0.08 acres and being Wake County PIN 1840-54-5435.
[111621 BOC Agenda Summary.pdf](#)
[Attachment A Legal Description AN-21-08.pdf](#)
[Attachment B Annexation Map AN-21-08.pdf](#)
[Attachment C Annexation Petition AN-21-08.pdf](#)
[0 S Franklin Street Ordinance AN-21-08.docx](#)
- 4.C. Public Comment: If anyone would like to address the Board of Commissioners on an item other than a public hearing item during the time of public comment, please sign up with the Town Clerk prior to the meeting. Each speaker is asked to limit comments to 5 minutes. Please provide the clerk with copies of any handouts you have for the Board. Although the Board is interested in hearing your concerns, speakers should not expect Board action or deliberation on subject matter brought up during the Public Comment segment. Topics requiring further investigation will be referred to the appropriate Town Staff and may be scheduled for a future agenda. Thank you for your consideration of the Board of Commissioners, staff and other speakers.

5. Consent Agenda

(A Consent Agenda is a group of items passed with a single motion and vote. These matters are of a generally routine nature. No debate is allowable on any item included on the Consent Agenda. If a Commissioner or any citizen of Wake Forest or its ETJ wants separate consideration of any item, it may be removed from the Consent Agenda by request.)

- 5.A. Approval of the 2022 Board of Commissioners Meeting Schedule
[2022BOCMeetingScheduleRes_2021Nov.docx](#)
- 5.B. Approval of a resolution to schedule the public hearing and certify the sufficiency for a petition requesting contiguous annexation submitted by Hawthorne at Traditions Apartments, LLC for property located at 601 Gilcrest Farm Rd, being Wake County Tax PIN 1851-24-2248 and adjacent right-of-way.
[111621 BOC Agenda Summary \(AN-21-09\).pdf](#)
[Attachment A Legal Description AN-21-09.pdf](#)
[Attachment B Annexation Map AN-21-09.pdf](#)
[Attachment C Contiguous Annexation Petition AN-21-09.pdf](#)
[Certificate_of_Sufficiency.docx](#)
[DRAFT PUBLIC HEARING RESOLUTION.docx](#)

- 5.C. [Approval of resolution amending check and purchase order signing procedures](#)
[Check and PO Signing_Summary.pdf](#)
[resolution 2021 - amending check and purchase order signing procedures.doc](#)

- 5.D. [Renaissance Area Noise Ordinance Waiver Extension](#)
[Item Summary_Renaissance Area Temporary Noise Ordinance Waiver Extension.docx](#)
[ATTACHMENT A_Renaissance Area Temporary Noise Ordinance Waiver.pdf](#)
[ATTACHMENT B_Renaissance Area Temporary Noise Ordinance Waiver Extension.docx](#)
[Resolution2021-136_Renaissance_Area_Temporary_Noise_Ordinance_Waiver_Extension \(2\).docx](#)

- 5.E. [Approval of Advisory Board Ordinance Amendments](#)
[BOC_Summary_Sheet_AdvisoryBoardOrdAmendments_11.16..2021.docx](#)
[2021 Parks, Recreation and Cultural Resources Advisory Board Amendment - Clean Copy\(3074598.2\).docx](#)
[2021 Parks, Recreation and Cultural Resources Advisory Board Ordinance Amendment\(3074612.1\).docx](#)
[2021 Public Art Commission Ordinance - Clean Copy\(3074463.2\).docx](#)
[2021 Public Art Commission Ordinance Amendment\(3074487.1\).docx](#)
[2021 Urban Forestry Board Ordinance - Clean Copy\(3074636.2\).docx](#)
[2021 Urban Forestry Board Ordinance Amendment\(3074642.1\).docx](#)
[Technology Advisory Board Ordinance Clean Copy\(3055268.2\).docx](#)
[2021 Technology Advisory Board Ordinance Amendment\(3054923.1\).docx](#)
[2021 Human Relations Council \(HRC\) Ordinance Amendment - Clean Copy\(3070896.2\).docx](#)
[2021 Human Relations Council \(HRC\) Ordinance Amendment\(3070893.1\).docx](#)

- 5.F. [Resolution Authorizing the Town Manager to Execute, on Behalf of the Town of Wake Forest, the Professional Design and Engineering Services Contract for Dunn Creek Phase 4.](#)
[Summary Sheet](#)
[Resolution](#)
[Attachment A-Dunn Creek Phase 4 RFP](#)
[Attachment B-Proposed Scope of Work & Fee Schedule](#)

6. Legislative Items

- 6.A. [Consideration of Waiver of the Code of Ordinances – Sec. 20-2. Public Consumption, Possession, etc., of Alcohol for Friday Night on White for the 2022 Series dates: April 8, May 13, June 10, July 15, August 12, and September 9.](#)
[Item_Summary_2022_Friday_Night_On_White_Alcohol_Ordinance_Waiver.docx](#)
[Resolution_for_Open_Container_Waiver_FNOW_Series_2022.docx](#)
[Attachment_A_FNOW_2022_VENUE_MAP_.jpg](#)

[Attachment_B_2022_Series_Friday_Night_on_White_Alcohol_Ordinance_Waiver_Request.docx](#)

[Sec._20_2.____Public_consumption__possession__etc.___of_alcohol.docx](#)

7. Planning Items

8. Administration and Financial Items

9. Public Services Items

10. Parks and Recreation Items

11. Public Safety Items

12. Other Business

12.A. Department Monthly Report

[October 2021 Monthly Report.pdf](#)

12.B. Wake County Tax Releases

[WakeCountyTaxReleases.pdf](#)

13. Adjournment